



FRANKLIN COUNTY
Department of Animal Care & Control
4340 TAMARACK BLVD
COLUMBUS, OH 43229

JOB ANNOUNCEMENT

POSITION TITLE: Animal Adoption Assistant (Bargaining Unit) **PCN:** 071203

REPORTS TO: Animal Care Manager **PR:** A8

WORK HOURS: 9:00 a.m. – 5:00 p.m. or 11:00 a.m. – 7:00 p.m.,
Days off are given during the week.

RESPONSIBILITIES: Provide assistance in the adoption process (e.g., adoption screening, counseling, and education of individuals and families interested in adoption). Assist in updating information on the animals, behavioral evaluations, and training. Evaluate dogs for rehabilitation including categorizing them into adoption counseling aides. Provide pre- and post- adoption support in activities involving behavior and training of dogs. Receive and place telephone calls concerning adoptable dogs, lost and found dogs, rabies, license information, and adoption Proceedings. Develop and implement behavioral enrichment and rehabilitation programs.

MINIMUM REQUIREMENTS: High School diploma or GED with three (3) years of customer service or related experience; or any equivalent combination of training and experience.

PREFERRED QUALIFICATIONS: The individual should have the ability to lift up to 50 pounds. Previous experience dealing with animals and/or in an animal shelter environment is a plus.

STARTING SALARY: \$15.85 per hour, plus a comprehensive benefits package
120 day probationary period

DATE POSTED: Thursday, December 31, 2015

DEADLINE TO APPLY: Friday, January 8, 2016

If interested, please go to www.franklincountyohio.gov/commissioners/hr and apply on-line.

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